

## 1790 ADOPTIVE HISTORIES

Chapter: **Adoption and Post-Adoption Services**

Section: **Recruitment**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **15-04**

Effective Date: **March 2015**

Scheduled Review Date:

Approved:

Lorraine Bartlett, DCYF Director

Related Statute(s): [RSA 169-C](#), and [RSA 170-B](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **FORM 1790**, and **FORM 1790i**  
Bridges' Screen(s) and Attachment(s):

All children/youth need and deserve permanency. To meet this belief, children and youth will be matched with adoptive families that are willing to commit unconditionally. It is important for prospective adoptive parents to have a complete social and medical history on the child and his or her birth family. This document will assist them in making an informed decision regarding their ability to meet the needs of the child as the adoptive parents.

### Purpose

To establish the content, format and procedures for using the adoptive histories pertaining to children who are being adopted from NH DCYF.

### Definitions

"**CPS**" means the Bureau of Field Services' Child Protective Services under DCYF.

"**CPSW**" means a Children Protective Services Worker employed by DCYF.

"**DCYF**" or the "**Division**" means the DHHS Division for Children, Youth and Families.

"**DHHS**" or the "**Department**" means the New Hampshire Department of Health and Human Services.

### Policy

- I. RSA 170-B:23 III allows DCYF to share all information it has available about a child/youth being placed for adoption with the adoptive parent(s), so long as any information that would identify a birth parent is deleted.
- II. The adoptive child/youth's, birth father's, and birth mother's history shall follow the Adoptive History Guide Form 1790i, and be written in Form 1790 Adoptive History.

### Procedures

- I. The CPSW will:
  - A. Request a court order for the adoptive history at the 9-month hearing, when case plan goals are anticipated to change to adoption.
  - B. Locate and review information from the Family Services and Child Placement case records on the child/youth being considered for adoption, prepare the case file including Bridges contact notes, and provide the information to the adoptive history writer.

- C. Have the adoptive histories prepared including one history on the mother, one history on the father, and one history on the child/youth.
- II. The CPSW and his/her supervisor must:
- A. Review and approve the Adoptive History Report; and
  - B. Sign and date the Adoptive History Report.
- III. The CPSW must:
- A. Update any Adoptive History that is older than three months before it can be presented to a family.
  - B. Provide the pre-adoptive parents with a copy of the Adoptive History that has been updated within the last three months, as soon as possible and no later than 30 days before the finalization of the adoption.
  - C. Retain the original Adoptive History in the Adoption Case record and include a copy of the Adoptive History Report in the adoption packet filed with the court, and sent to the Adoption Program Supervisor at the State Office.
  - D. File a copy of the Adoptive History Report with the Court of Jurisdiction at the time of the filing of the adoption petition.